United Nations ST/IC/2001/39

Secretariat

31 May 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service, Security Service, Trades and Crafts and Public Information Assistant categories at Headquarters**

1. The current procedure for effecting interim adjustments to the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. The CPI for the month of April 2001 reflects a 2.86 per cent movement over the April 2000 index. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 2.57 per cent, with effect from 1 May 2001.

3. With regard to the Language Teachers, the comprehensive salary survey for this category of staff will be presented at the next session of the International Civil Service Commission in June 2001. In this connection, the relevant salary scale for this category of staff will be announced separately.

4. The amount of dependency allowances remains unchanged.

5. The amounts of the first and second language allowances have been revised, effective 1 May 2001, to $1,704 and $852 net per annum, respectively.

6. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be effective 1 May 2001, and will be reflected in the end of June 2001 payroll.

* The present circular will be in effect until further notice.

01-39191 (E) 060601

Annex

Salary scales for staff in the General Service, Security Service, Trades and Crafts and Public Information Assistant categories at Headquarters — effective 1 May 2001

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2001

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
7	(Gross)	53 627	55 773	57 919	60 070	62 371	64 672	66 974	69 275	71 577	73 878	76 180*
	(Gross pension)	52 529	54 591	56 653	58 715	60 777	62 876	65 022	67 167	69 313	71 459	73 605*
	(Total net)	41 684	43 272	44 860	46 448	48 036	49 624	51 212	52 800	54 388	55 976	57 564*
	(Net pension)	41 684	43 272	44 860	46 448	48 036	49 624	51 212	52 800	54 388	55 976	57 564*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
6	(Gross)	48 284	50 222	52 159	54 097	56 035	57 973	59 911	61 983	64 061	66 139	68 217*
	(Gross pension)	47 392	49 255	51 117	52 979	54 842	56 703	58 566	60 429	62 305	64 243	66 181*
	(Total net)	37 730	39 164	40 598	42 032	43 466	44 900	46 334	47 768	49 202	50 636	52 070*
	(Net pension)	37 730	39 164	40 598	42 032	43 466	44 900	46 334	47 768	49 202	50 636	52 070*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
5	(Gross)	43 424	45 178	46 932	48 686	50 441	52 195	53 949	55 703	57 457	59 211	61 035*
	(Gross pension)	42 725	44 410	46 095	47 780	49 465	51 150	52 835	54 521	56 206	57 891	59 575*
	(Total net)	34 134	35 432	36 730	38 028	39 326	40 624	41 922	43 220	44 518	45 816	47 114*
	(Net pension)	34 134	35 432	36 730	38 028	39 326	40 624	41 922	43 220	44 518	45 816	47 114*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
4	(Gross)	39 095	40 645	42 231	43 818	45 404	46 991	48 577	50 164	51 750	53 336	54 923*
	(Gross pension)	38 524	40 049	41 574	43 099	44 625	46 150	47 675	49 200	50 725	52 251	53 776*
	(Total net)	30 903	32 077	33 251	34 425	35 599	36 773	37 947	39 121	40 295	41 469	42 643*
	(Net pension)	30 903	32 077	33 251	34 425	35 599	36 773	37 947	39 121	40 295	41 469	42 643*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
3	(Gross)	35 261	36 644	38 027	39 410	40 826	42 265	43 704	45 143	46 582	48 022	49 461*
	(Gross pension)	34 694	36 076	37 459	38 842	40 224	41 607	42 990	44 372	45 755	47 138	48 520*
	(Total net)	27 951	29 016	30 081	31 146	32 211	33 276	34 341	35 406	36 471	37 536	38 601*
	(Net pension)	27 951	29 016	30 081	31 146	32 211	33 276	34 341	35 406	36 471	37 536	38 601*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
2	(Gross)	31 822	33 074	34 326	35 578	36 830	38 082	39 334	40 609	41 912	43 215*	
	(Gross pension)	31 252	32 504	33 756	35 008	36 260	37 512	38 765	40 017	41 269	42 521*	
	(Total net)	25 303	26 267	27 231	28 195	29 159	30 123	31 087	32 051	33 015	33 979*	
	(Net pension)	25 303	26 267	27 231	28 195	29 159	30 123	31 087	32 051	33 015	33 979*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
1	(Gross)	28 706	29 838	30 969	32 100	33 231	34 362	35 494	36 625	37 756*		
	(Gross pension)	28 278	29 353	30 428	31 532	32 662	33 793	34 925	36 055	37 186*		
	(Total net)	22 904	23 775	24 646	25 517	26 388	27 259	28 130	29 001	29 872*		
	(Net pension)	22 904	23 775	24 646	25 517	26 388	27 259	28 130	29 001	29 872*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (net per annum):

	$
Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 704 net per annum.
Second language	852 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, that is to day, 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

B. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2001

Level		STEPS												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
7	(Gross)	69 461	72 223	74 986	77 748	80 510	83 272	86 035	88 797	91 559*				
	(Gross pension)	67 342	69 917	72 493	75 068	77 643	80 218	82 794	85 370	87 945*				
	(Total net)	52 928	54 834	56 740	58 646	60 552	62 458	64 364	66 270	68 176*				
	(Net pension)	52 928	54 834	56 740	58 646	60 552	62 458	64 364	66 270	68 176*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
6	(Gross)	64 220	66 793	69 365	71 938	74 510	77 083	79 655	82 228	84 800*				
	(Gross pension)	62 450	64 850	67 249	69 649	72 048	74 447	76 846	79 246	81 645*				
	(Total net)	49 312	51 087	52 862	54 637	56 412	58 187	59 962	61 737	63 512*				
	(Net pension)	49 312	51 087	52 862	54 637	56 412	58 187	59 962	61 737	63 512*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
5	(Gross)	59 024	61 343	63 733	66 123	68 513	70 903	73 293	75 683	78 072*				
	(Gross pension)	57 713	59 854	61 999	64 228	66 457	68 685	70 914	73 143	75 372*				
	(Total net)	45 678	47 327	48 976	50 625	52 274	53 923	55 572	57 221	58 870*				
	(Net pension)	45 678	47 327	48 976	50 625	52 274	53 923	55 572	57 221	58 870*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
4	(Gross)	54 036	56 080	58 123	60 178	62 370	64 561	66 752	68 943	71 135*				
	(Gross pension)	52 921	54 886	56 849	58 812	60 776	62 772	64 816	66 859	68 902*				
	(Total net)	41 987	43 499	45 011	46 523	48 035	49 547	51 059	52 571	54 083*				
	(Net pension)	41 987	43 499	45 011	46 523	48 035	49 547	51 059	52 571	54 083*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
3	(Gross)	50 584	52 188	53 792	55 396	57 000	58 604	60 223	61 943	63 664	65 384	67 104*		
	(Gross pension)	49 605	51 146	52 688	54 228	55 770	57 311	58 852	60 394	61 935	63 539	65 143*		
	(Total net)	39 432	40 619	41 806	42 993	44 180	45 367	46 554	47 741	48 928	50 115	51 302*		
	(Net pension)	39 432	40 619	41 806	42 993	44 180	45 367	46 554	47 741	48 928	50 115	51 302*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
2	(Gross)	45 588	47 036	48 485	49 934	51 382	52 831	54 280	55 728	57 177	58 626	60 080	61 633	63 187*
	(Gross pension)	44 802	46 194	47 586	48 978	50 370	51 761	53 153	54 546	55 938	57 330	58 722	60 114	61 506*
	(Total net)	35 735	36 807	37 879	38 951	40 023	41 095	42 167	43 239	44 311	45 383	46 455	47 527	48 599*
	(Net pension)	35 735	36 807	37 879	38 951	40 023	41 095	42 167	43 239	44 311	45 383	46 455	47 527	48 599*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
1	(Gross)	40 577	41 876											
	(Gross pension)	39 984	41 233											
	(Total net)	32 027	32 988											
	(Net pension)	32 027	32 988											
	(NPC)	0	0											

Dependency allowances (net per annum):

	$
Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 704 net per annum.
Second language	852 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, that is to say, 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

C. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2001

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	65 541	67 870	70 199	72 528	74 857	77 186	79 514
	(Gross pension)	63 684	65 857	68 028	70 200	72 372	74 544	76 716
	(Total net)	50 223	51 830	53 437	55 044	56 651	58 258	59 865
	(Net pension)	50 223	51 830	53 437	55 044	56 651	58 258	59 865
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	61 343	63 539	65 735	67 930	70 126	72 322	74 517
	(Gross pension)	59 855	61 823	63 866	65 913	67 960	70 008	72 055
	(Total net)	47 327	48 842	50 357	51 872	53 387	54 902	56 417
	(Net pension)	47 327	48 842	50 357	51 872	53 387	54 902	56 417
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	57 341	59 261	61 267	63 326	65 386	67 445	69 504
	(Gross pension)	56 097	57 942	59 788	61 633	63 540	65 460	67 380
	(Total net)	44 432	45 853	47 274	48 695	50 116	51 537	52 958
	(Net pension)	44 432	45 853	47 274	48 695	50 116	51 537	52 958
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	53 431	55 227	57 023	58 819	60 659	62 586	64 512
	(Gross pension)	52 337	54 063	55 789	57 517	59 243	60 969	62 726
	(Total net)	41 539	42 868	44 197	45 526	46 855	48 184	49 513
	(Net pension)	41 539	42 868	44 197	45 526	46 855	48 184	49 513
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	49 524	51 196	52 868	54 539	56 211	57 882	59 554
	(Gross pension)	48 585	50 191	51 797	53 405	55 011	56 617	58 223
	(Total net)	38 648	39 885	41 122	42 359	43 596	44 833	46 070
	(Net pension)	38 648	39 885	41 122	42 359	43 596	44 833	46 070
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	45 614	47 162	48 711	50 259	51 808	53 357	54 905
	(Gross pension)	44 827	46 315	47 802	49 291	50 779	52 266	53 754
	(Total net)	35 754	36 900	38 046	39 192	40 338	41 484	42 630
	(Net pension)	35 754	36 900	38 046	39 192	40 338	41 484	42 630
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	41 720	43 139	44 558	45 977	47 396	48 815	50 234
	(Gross pension)	41 083	42 446	43 810	45 174	46 539	47 903	49 267
	(Total net)	32 873	33 923	34 973	36 023	37 073	38 123	39 173
	(Net pension)	32 873	33 923	34 973	36 023	37 073	38 123	39 173
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	37 879	39 123	40 382	41 677	42 972	44 266	45 561
	(Gross pension)	37 310	38 555	39 799	41 043	42 287	43 531	44 775
	(Total net)	29 967	30 925	31 883	32 841	33 799	34 757	35 715
	(Net pension)	29 967	30 925	31 883	32 841	33 799	34 757	35 715
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (net per annum):

	$
Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 704 net per annum.
Second language	852 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:
The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, that is to say, 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

D. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 May 2001

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant*	(Gross)	47 249	49 604	51 959	54 315	56 670
	(Gross pension)	46 397	48 661	50 923	53 197	55 450
	(Total net)	36 964	38 707	40 450	42 193	43 936
	(Net pension)	36 964	38 707	40 450	42 193	43 936
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	41 555	43 372	45 188	47 004	48 820
	(Gross pension)	40 927	42 672	44 416	46 161	47 907
	(Total net)	32 751	34 095	35 439	36 783	38 127
	(Net pension)	32 751	34 095	35 439	36 783	38 127
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	38 160	39 755			
	(Gross pension)	37 591	39 185			
	(Total net)	30 183	31 411			
	(Net pension)	30 183	31 411			
	(NPC)	0	0			

* Including Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (net per annum):

	$
Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowance: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary that is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, that is to say, 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

For further information, please refer to circular ST/IC/1994/17.

United Nations ST/IC/2001/40

Secretariat

29 May 2001

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Field Service Promotion Review Panel for the 2001 review**

1. The Secretary-General, in consultation with, and after consideration of a list of names proposed by, the Field Service Staff Union, has appointed the following staff members to serve as members and alternate members of the Field Service Promotion Review Panel for the 2001 review.

2. The term of membership of the Panel for the 2001 review will be for a period of one year from the date of the publication of the present information circular, or until the Panel for the 2002 review has been established, whichever date is earlier.

3. The composition of the Panel was established taking into account the need for a balanced geographical, departmental and gender representation. Also, in accordance with the recommendation of the Staff Management Coordinating Committee at its fourteenth session, which was approved by the Secretary-General, a certain number of members from the former Panel remain as members of the new Panel for purposes of continuity.

Members

Mr. King Amuaben**	United Nations Observer Mission in Angola
Mr. Dmitri Dovgopoly	Office for Central Support Services Department of Management
Ms. Karin Ann Gerlach	Administrative Committee on Coordination secretariat
Mr. Luke Mhlaba	Office of Legal Affairs
Mr. Daniel Quirke**	United Nations Mission in Bosnia and Herzegovina
Mr. Duncan Robinson**	United Nations Assistance Mission in Sierra Leone

* Expiration date of the present circular: 31 August 2002.

** Members nominated by the Field Service Staff Union.

01-38840 (E) 010601

The representative of the Office of Human Resources Management serves as ex officio member.

Alternate members

Ms. Mary Dellar**	Department of Peacekeeping Operations
Ms. Gudrun Fosse	Office of Programme Planning, Budget and Accounts Department of Management
Mr. Paul Hoeffel	Department of Public Information
Mr. Gianfranco Longo**	United Nations Mission in Bosnia and Herzegovina
Mr. Richard Manlove	Office of the United Nations Security Coordinator
Mr. Pekka Niinikoski**	United Nations Disengagement Observer Force

4. Ms. Maha El-Bahrawi will serve as Secretary of the Field Service Promotion Review Panel for the 2001 review.